

**IDAHO BOARD OF EXAMINERS OF RESIDENTIAL CARE FACILITY
ADMINISTRATORS
Division of Occupational and Professional Licenses
P.O. Box 83720
Boise, ID 83720-0063**

Conference Call Minutes of 10/23/2020

BOARD MEMBERS PRESENT: Heidi Brough Nye - Chair
Kristen E Hyde
Natalie M Nathan
Linda L Simon

BOARD MEMBERS ABSENT: Ann F Wheeler

DIVISION STAFF: Julie Eavenson, Licensing Group Manager
Lori Peel, Investigative Unit Manager
Eric Nelson, Board Prosecutor
Nicholas Krema, General Counsel
Greg Floyd, Financial Unit Manager
Lizzie Kukla, Team Lead

OTHERS PRESENT: Jamie Simpson, Bureau of Facilities Standards, DHW
Elishia Smith, Trinity Healthcare

The meeting was called to order at 9:12 AM MDT by Heidi Brough Nye.

AMENDED AGENDA

Ms. Nathan made a motion for the Board to approve the amended agenda to include elections. Ms. Hyde seconded the motion. Motion carried.

APPROVAL OF MINUTES

Ms. Simon made a motion to approve the minutes of 1/9/2020, 2/13/2020, 4/23/2020, 5/27/2020 as presented. Ms. Nathan seconded the motion. Motion carried.

EXECUTIVE SESSION

Ms. Nathan made a motion that the Board go into executive session under Idaho Code § 74-206(1)(d) to consider records that are exempt from disclosure under the Idaho Public Records Law, Idaho Code § 74-106(9). The purpose of the executive session was to discuss documents relating to the fitness of a licensee to retain a license or

registration. Ms. Hyde seconded the motion. The vote was: Ms. Brough Nye, aye; Ms. Hyde, aye; Ms. Nathan aye; and Ms. Simon, aye. Motion carried.

Ms. Simon made a motion to come out of executive session. Ms. Nathan seconded the motion. Motion carried.

DISCIPLINE

Mr. Nelson presented a Stipulation and Consent Order in case number RCA-2020-6. Ms. Nathan made a motion to approve the Consent Order and allow the Board chair to sign on behalf of the Board. Ms. Simon seconded the motion. Motion carried.

FOR BOARD DETERMINATION

Ms. Nathan made a motion to approve the Division's recommendation and authorize closure in case number RCA-2020-7 with no action; case number RCA-2020-9 with a warning letter; and case number RCA-2021-1 with an advisory letter. Ms. Simon seconded the motion. Motion carried.

LAWS AND RULES

Mr. McQuade presented a legislative update on the status of the rules of the Board. Ms. Simon made a motion to move IDAPA 24.19.01, rules of the Board of Examiners of Residential Care Facility Administrators, as published in the September 16 Administrative Bulletin, except rule 200, to pending status. Ms. Hyde seconded the motion. Motion carried.

FINANCIAL REPORT

Mr. Floyd gave the financial report, which indicated that the Board had a cash balance of (86,047.55) as of 9/31/2020.

BOARD CONTRACT

The Board reviewed the annual contract. Ms. Hyde made a motion to adopt the Board Contract for the 2021 Fiscal Year and authorize the chair to sign. Ms. Simon seconded the motion. Motion carried.

APPLICATION FORM REVIEW

The Board discussed possible inclusions to the application for clarity. Ms. Nathan made a motion to authorize Ms. Simon to review the following changes to the application, and implement upon approval: add wording to clarify education and experience requirements; add a line to the application for a provisional permit application that states "when the provisional permit expires, the applicant will be required to apply for licensure prior to 90-day expiration of provisional permit to be

licensed continuously”; and add to log “incomplete logs will be returned for further clarification, resulting in a delay of approval.” Ms. Hyde seconded the motion. Motion carried.

DIVISION BUSINESS

The Board reviewed the To Do List and no action was taken.

BOARD BUSINESS

CORRESPONDENCE

The Board reviewed correspondence from Elishia Smith, licensed administrator with Trinity Healthcare regarding standards for preceptors to properly train applicants. The Board directed the Division to respond by adding this to the To Do List under Law and Rule Change Ideas for review for future rule changes.

ELECTIONS

Ms. Hyde nominated Ms. Brough Nye for chair of the Board, and nominated Ms. Simon for vice chair of the Board. Ms. Nathan seconded the nomination. The Board voted unanimously in favor.

EXECUTIVE SESSION

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Ms. Simon made a motion to come out of executive session. Ms. Nathan seconded the motion. Motion carried.

APPLICATIONS

Ms. Nathan made a motion to approve the following for examination pending receipt of a passing open book exam and review by the designated board member:

901-06-9987

Ms. Hyde seconded the motion. Motion carried.

Ms. Nathan made a motion to deny the following based on Idaho Code §54-4206(3)(a), qualifications for licensure:

Hutu Abel

RCAA 2428

Ms. Hyde seconded the motion. Motion carried.

Ms. Nathan made a motion for the Board to table the following individual CE Course Application until further information is received:

Managing Dementia Care in COVID-19

Ms. Simon seconded the motion. The motion carried.

Ms. Nathan made a motion to deny the request for exemption to the rule for reinstatement of a license after five years on the basis that the Board does not have the authority to do so according to Idaho Code §67-2614:

901-03-0162

Ms. Hyde seconded the motion. Motion carried.

NEXT MEETING was scheduled for January 14, 2021 at 9 AM MST.

ADJOURNMENT

Ms. Hyde made a motion to adjourn the meeting at 12:44 PM MST. Ms. Nathan seconded the motion. Motion carried.

Heidi Brough Nye, Chair